



## HOW TO OBTAIN OR RENEW A SCHOOL BUS CONTRACTOR'S LICENSE

INITIAL OR RENEWAL LICENSE APPLICATION (required for new service, change of ownership or control, or for annual renewal of an existing license)

1. Complete the application for a SCHOOL BUS CONTRACTOR'S LICENSE (CHP 296). Please use a typewriter or print legibly. Any questions concerning the application or the issuance of the license should be directed to the California Highway Patrol, Commercial Vehicle Section, by telephone at (916) 445-1865, hearing impaired 1-800-735-2929 TT/TDD), or by mail to P. O. Box 942898, Sacramento, CA 94298-0001.
2. The completed application accompanied by the appropriate fee shall be mailed to the California Highway Patrol, Accounting Section, P. O. Box 942902, Sacramento, CA 94298-2902. **Do not send cash.** Checks and money orders should be made payable to the California Highway Patrol.

### GENERAL GUIDELINES

There is no grace period for a license and the operation of school buses must cease immediately upon expiration of the license. A contractor who has mailed the application (CHP 296) and paid the license fee, including the penalty fee for a late renewal, may use either of the following as a temporary license for not more than 30 days following expiration:

- a copy of the completed application for a license and a copy of the check or money order indicating payment of the fee; or,
- telegraphic money order receipt or copy thereof, made payable to the California Highway Patrol indicating payment of appropriate fee for the license.

### RIGHT TO PRIVACY (*Information Practices Act*)

Information requested on the application (CHP 296) is required by the California Code of Regulations and the California Vehicle Code. Failure to provide the information will be cause for not issuing a license. The information is required to establish license eligibility. Information collected may be released to other law enforcement agencies. Misrepresentation of a material fact in conjunction with the license application constitutes grounds for denial or revocation of the license.

Records concerning your license will be retained as long as the license is active and for three years after your last license has expired. Records will be maintained by the Commercial Vehicle Section of the California Highway Patrol.

You have the right to review personal file information, but not confidential departmental information, in files which are maintained by the California Highway Patrol.